

Children's
Services

District Headteacher Briefings

Basingstoke and Deane – 28 March 2024

Headship Changes

New Heads

- Jo Messenger – Kingsclere (April '24)
- Sonia Denning – Old Basing (Sept '24)

Acting/Interim heads

- Vicky Hopkins – Fairfields

Recruitment

- Fairfields

HIAS staffing update

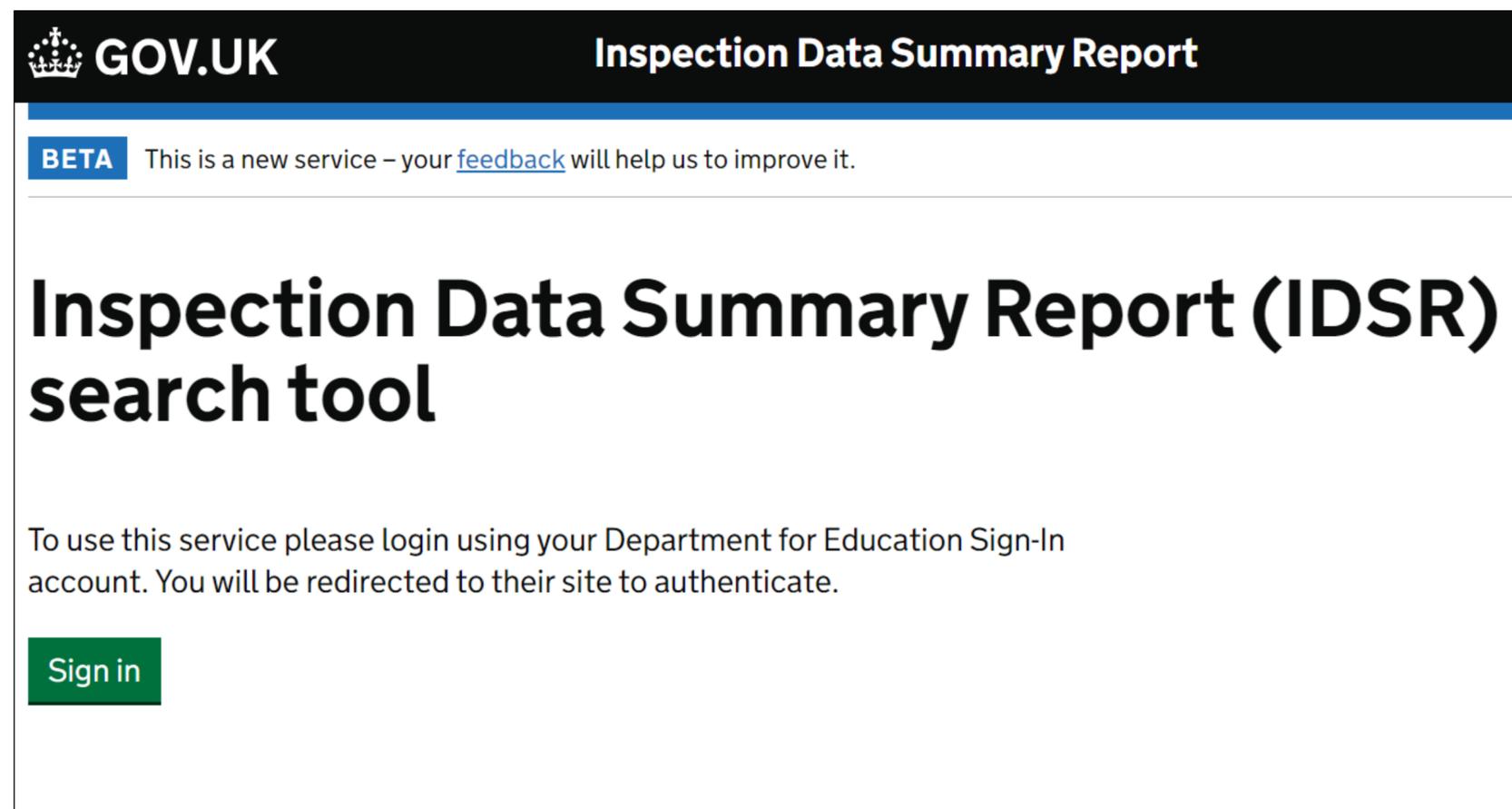
- Jeremy Malessa-Thompson has left HIAS to concentrate on other areas
- Julia Roberts, School Improvement Manager (SIM) of North Test Valley and Winchester
- Lindsay McCarthy and Jilly Myers joins as a new Primary Phase Inspector (PPI) from after Easter

Assessment Update

IDSR – Primary Update

7 February 2024 update:

Updated for all schools with the latest pupil movement data for 2022/23 and revised key stage 2 data.



The screenshot shows the GOV.UK website interface for the Inspection Data Summary Report (IDSR) search tool. At the top left is the GOV.UK logo, and at the top right is the page title "Inspection Data Summary Report". Below the header is a blue "BETA" badge followed by the text "This is a new service – your [feedback](#) will help us to improve it." The main heading is "Inspection Data Summary Report (IDSR) search tool". Below this, a message states: "To use this service please login using your Department for Education Sign-In account. You will be redirected to their site to authenticate." A green "Sign in" button is positioned below the message.

Free online FFT Aspire session

FFT Aspire overview for primary schools

FFT Aspire for analysing, evaluating and benchmarking school performance and assessment data. A session to explore the main functionality of the site and how to get the best out of the data- analysis tools to help transform pupil outcomes.

Date: Friday 26 April 2024

Time: 9.30am - 10.30am



[Eventbrite booking: fft-aspire-overview-for-hampshire-la-primary-schools-tickets](https://www.eventbrite.com/e/fft-aspire-overview-for-hampshire-la-primary-schools-tickets)

KS2 English Standardisation

- Mop up session available for schools unable to attend on **23 April 2024:**

Standardisation for Year 6 Teachers – Reading and Writing 2023-24
Mop up session – Holiday Inn Winchester

Book via the Learning Zone - **Keyword Search: *Standardisation Reading***

General Update

Attendance

[Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

- 1.Regulations to mandate data sharing and modernise school attendance and admission registers will give schools, local authorities and the Department of Education access to near-live high-quality data from all state-funded schools, allowing better, more targeted support to be put in place as early as possible.
- 2.The new National Framework for Penalty Notices will improve consistency of attendance enforcement across the country.
- 3.Updated Working Together to improve school attendance guidance will become statutory, ensuring clearer roles for schools and local authorities.



Summary table of responsibilities for school attendance

Statutory guidance for maintained schools, academies, independent schools, and local authorities

Published: 29 February 2024

Applies from: 19 August 2024

[New regulations for schools in next stage of attendance drive - GOV.UK \(www.gov.uk\)](#)

Attendance

Statutory from September 2024:

- Fines will be raised and then doubled if not paid on time: schools decide, councils administer, parameters around charging structure, including “notice to improve” ahead of a penalty notice
- Requirement for schools to consider a fine following 10 half days of unauthorised absence – combinations of unauthorised absence permitted, with councils having discretion of issuing a fine
- Councils may use income from fines to support “attendance support”- after three years...
- Daily attendance must be shared with the government from September-MIS
- Some authorisation of leave will now be restricted



Summary table of responsibilities for school attendance

Statutory guidance for maintained schools, academies, independent schools, and local authorities

Published: 29 February 2024

Applies from: 19 August 2024

Attendance

Statutory from September 2024:

- Sharing pupils' details around sickness absence with LA- 15 days – whether cumulative or consecutive
 - Guidance around the consideration of mental health
 - Guidance around retrospectively removing pupils from the admission register- joint LA and school discussion/decision
 - Review of attendance codes- introduction of K and Q, restrictions on B, codes C and Y split up,
-
- **Expansion of Attendance Hubs**
 - **Discussion with DfE about the management of this for LA**



Summary table of responsibilities for school attendance

Statutory guidance for maintained schools, academies, independent schools, and local authorities

Published: 29 February 2024

Applies from: 19 August 2024

Contact information for School Transport

Why do we need this information?

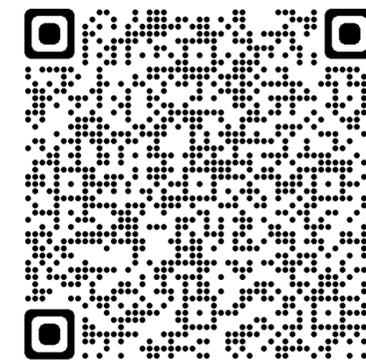
- We need up to date contact information to ensure effective communication with schools. This ensures GDPR compliance and the efficient arrangement of safe suitable transport.
- Occasionally there are times we need to contact schools out of hours or for emergency/safeguarding reasons.
- To avoid any delays in arranging transport for your pupils.

When do we need this information?

- By the middle of March.

How can you help us?

- By going to the form you will find [here](#) and completing it.



The Power of You – Investing in School Leaders – follow up

[Investing in School Leaders Moodle page](#)

Includes:

- All slides
- Links

[The Power Of You - Conference programme.pdf \(hants.gov.uk\)](#)

What next?

- Consider evaluations and suggestions
- Establish network meetings – invite participation
- Share our support for schools through an Ofsted inspection
- Support governing bodies and trustees in their awareness
- Work with legal team and complaints' team
-

The Power of You: working together to empower, invest and support school leaders

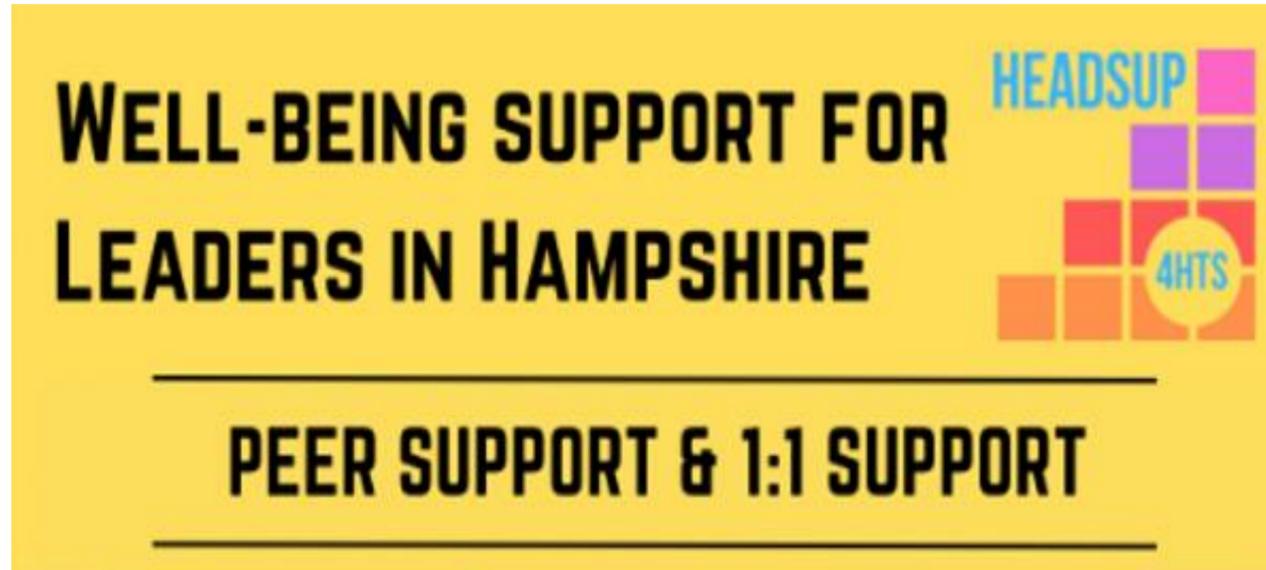
Conference programme
March 2024



Headsup4HTS

[HeadsUp4HTs](#)

All support is confidential and not shared with HIAS



WELL-BEING SUPPORT FOR LEADERS IN HAMPSHIRE

PEER SUPPORT & 1:1 SUPPORT

HEADSUP
4HTS



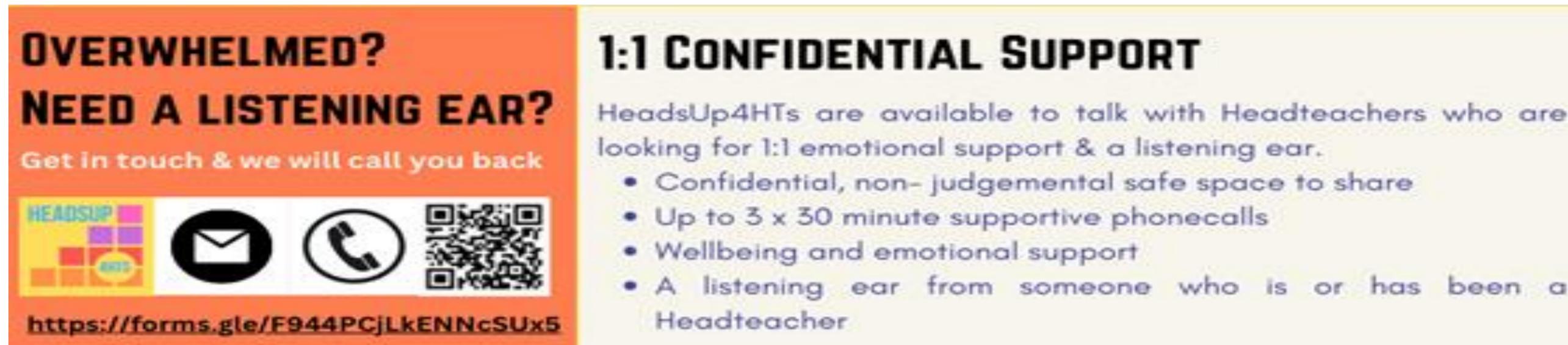
SIGN UP TO JOIN A PROGRAMME

[HTTPS://FORMS.GLE/XKJWX6PHUL9BYU2S9](https://forms.gle/XKJWX6PHUL9BYU2S9)

Navigation arrows: <<< >>>



[HeadsUp4HTs and Hampshire \(google.com\)](#)



**OVERWHELMED?
NEED A LISTENING EAR?**

Get in touch & we will call you back

HEADSUP
4HTS

Icons: Email, Phone, QR code

<https://forms.gle/F944PCjLkENNcSUx5>

1:1 CONFIDENTIAL SUPPORT

HeadsUp4HTs are available to talk with Headteachers who are looking for 1:1 emotional support & a listening ear.

- Confidential, non-judgemental safe space to share
- Up to 3 x 30 minute supportive phonecalls
- Wellbeing and emotional support
- A listening ear from someone who is or has been a Headteacher

[Triage form for call back](#)



Child Bereavement Support

SIMON SAYS CHAMPION SCHOOLS



Simon Says Champion Schools is a new initiative that will create a network of schools across Hampshire, who model exemplary practices in bereavement information and support for the families and children in their care.

Did you know?

- Up to 70% of schools have a bereaved pupil on roll at any one time.
- Every 20 minutes a parent of a child under 18 dies in the UK.
- 1 in 29 children in the UK are bereaved of a parent or sibling.
- Many staff members feel anxious and unsure about how to support a bereaved pupil in school or early years setting or how to address bereavement and loss in the curriculum.
- Simon Says – Child Bereavement Support is working with the National Hub and Advisory Organisation:- **The Childhood Bereavement Network (CBN)** to create a bespoke programme for Hampshire Schools.

This initiative involves:-

- ✓ Growing in Grief Awareness Audit Tool
- ✓ Guidance on writing a Bereavement Policy & Guidelines
- ✓ Building your own Bereavement Toolkit to support bereaved pupils
- ✓ Developing confidence with Staff training in Child Bereavement
- ✓ Becoming part of the Simon Says School Network
- ✓ Demonstrating to Parents, Inspectors and other key stakeholders how bereavement is being supported

"We are delighted that Simon Says is encouraging schools to carry out our Growing in Grief Awareness Audit as part of their programme of support to build a network of schools championing care for bereaved children across Hampshire".

Dr Alison Penny | Director Childhood Bereavement Network

To find out more about The Simon Says Champion Schools Programme please contact Debs Adams | Education Lead
debs@simonsays.org.uk



Child Bereavement Support



On behalf of the Inclusion and Diversity Partnership, we would like to invite your school to join a 2nd free, online, collaborative staff meeting to further explore the county's work on inclusion and diversity.

Our 2nd annual, online, cross-county collaborative staff meeting to explore the theme “Belonging”

The aims of the staff meeting are to:

- Support staff's confidence in their use of language relating to inclusion and diversity
- Provide an opportunity for schools to learn more about supporting children's understanding of identity and belonging through a range of resources and materials including:
 - Persona dolls
 - Picture News
 - Schools of Sanctuary
- Provide time for schools to self-reflect and evaluate their strengths and next steps regarding promoting belonging in their own school settings
- Provide an opportunity for collaborative discussion and work going forward.

When? 5th June 2024 **15:45 – 17:00**

Who? Schools from across the county: headteachers, teaching and support staff, governors

Why? Opportunity to work collaboratively to explore the county's work on promoting and developing belonging, inclusion and diversity in our schools

To register your school's attendance, please [click here](#).

We hope to see you on the 5th June 2024.

REFUGEE EDUCATION CONFERENCE

For Schools, Colleges and Universities

University of Winchester / ONLINE

Wednesday 19 June 2024



Register Interest or email
Sanctuary@winchester.ac.uk

Hampshire schools – KS2

Climate Unity Virtual Conference 2024

25 September 09.00-12.30



The [DFE climate change strategy](#) has advised that by 2025, all education settings are required to have:

“nominated a sustainability lead and put in place a climate action plan. Pupils are to be engaged in the process of moving towards net zero ... and creating a more biodiverse and less polluted environment in which to learn and connect with nature.”

We are pleased to extend an invitation to you and your **KS2** pupils to attend the Hampshire schools **virtual** Climate Unity Conference this September. The event will be **county funded** so there will be **no charge** to schools. The morning will provide an opportunity for your pupils to engage in a range of online practical workshops and hear all about the climate change initiatives happening in Hampshire schools.

[Sign up here:](#)
[VirtualClimateUnity](#)
[Conference 25](#)
[September 2024](#)
[\(office.com\)](#)

The climate unity conference – KS2

The aim is to **empower pupil voice and support work underway in schools** to promote local and school-based sustainability projects, from school herb gardens to walk to school campaigns. Schools are invited to log into the conference from their classrooms and spend the morning **undertaking practical activities facilitated by the workshop providers which promote awareness and understanding of environmental factors contributing to climate change.**

These include:

- **Hampshire & Isle of Wight Wildlife Trust:** find the solutions to help a community adapt and be resilient to the changing climate as they face flooding risk, high temperatures and drought. Be the pioneering conservationists in helping the community to live with the changing climate, help tackle climate change at community level and increase biodiversity. A fun, practical workshop discovering the risks and the solutions to tackling climate change.
- **Final Straw Foundation:** helping students talk and organise, harnessing enthusiasm into action to conserve our precious ecosystems and environment with a focus on plastics in the ocean.
- **David Shepard Foundation:** helping create conservation advocates for the future, to ensure the long-term survival of the world's most endangered species through knowledge, confidence, vocabulary, and literacy.

Ransomware Awareness Seminar

Hampshire Primary Schools

Wednesday 8 May 2023 13:00

For Headteachers, Senior Leaders and Network Managers

Agenda

Introduction to Ransomware

Why it is important to know about ransomware

Real world experiences

Proactive Recommendations

What to do in worst case scenario

Questions and answers

Location

Ashburton Hall, The Castle

Upper High Street, Winchester SO23 8UJ

Please register to attend: [Ransomware Awareness Seminar \(office.com\)](https://office.com)



Hampshire
County Council

Input based on real school experiences

Collaboration between Hampshire County Council and Project Knapweed



Ofsted Roadshows – headteachers and senior leaders – 2 places per school

Discussion around the inspection process and facilitating a ‘Big Listen’

Register your interest, by emailing CorrespondenceSouthEast@ofsted.gov.uk

- ~~Thursday 14 March 10am to 1pm: **Chichester High School**, Kingsham Rd, Chichester PO19 8EB~~
- ~~Thursday 14 March 9am to 12pm: **Guildford County School**, Farnham Rd, Guildford GU2 4LU~~
- ~~Thursday 21 March 1pm to 4pm: **St John the Baptist Catholic Comprehensive School**, Elmbridge Lane, Woking, Surrey GU22 9AL~~
- Thursday 6 June 8:30am to 11:30am: **Cornerstone CofE (VA) Primary School**, Bluebell Way, Whiteley, Fareham PO15 7QE

Services for Young Children update

New face-to-face EYFS training

EYFS Moving on Up! Transition to Year One	25.04.2024
EYFS The Great Outdoors	26.04.2024
EYFS Regulation and Relationships - PSED in practice	13.06.2024
EYFS Mathsful Play	20.06.2024
EYFS Leading the way in Reception	22.10.2024
EYFS Head Teacher and Senior Teachers New to EYFS - two day course	08.11.2024 12.02.2025
EYFS Diving Deeply into Literacy	06.02.2025

EYFS training for schools

Book via the HTLC Learning Zone





Hampshire
County Council

Fostering Service



Hampshire County Council Fostering Service



How can schools support us?



- Advertising and marketing opportunities digitally such as newsletters, social media, display screens etc.
- Share our display materials across your premises
- Reshare our public recruitment campaigns on social media
- Host events for foster carers and their children (foster and birth)
- Pop-up information stands to find new foster carers at your premises
- Provide engagement opportunities to key community groups
- Promote Hampshire County Council Fostering Service to employers and residents
- Joint creation of press releases and website stories about working in partnership

What is Fostering?



Fostering is when a child is cared for by someone who is not their parent/guardian. It provides them with a temporary place to stay, and they may eventually return home or go to live with family members. Fostering is extremely rewarding and makes an incredible difference, offering stability to children at a difficult point in their lives.

Who are we?

We are the local authority fostering service. Hampshire County Council's mission is to find caring, compassionate and nurturing people within our community to start their journey to becoming skilled and engaged foster carers for the 1600 Hampshire children in care; from babies through to teenagers, unaccompanied minors, sibling groups and children with additional needs or disabilities.

Who Can Foster?

You are 21 years or older. There is no upper age limit.

You have a spare room in your own home or rented accommodation.

Your marital status, sexuality or gender do not determine your suitability as a foster carer.



You can still work full time, part time or be retired whilst fostering.

You have some care experience through your own family, work or volunteering.

You have a desire to make a positive difference!

Reasons to Foster

Benefit to Foster Children

- Help children have stability in a family environment
- Give children a brighter future and a safe place to learn and grow
- Help families stay together

Benefit to Foster Carers

- Professional development through training
- Fees/allowances – financial support
- The reward of making a difference to someone's life in their time of need

The Role of the Foster Carer



- Advocate for the child
- Help with daily routines
- Promote family time
- Support emotional & behavioural well-being
- Record and report
- Attend training
- Work within a professional team

Types of Fostering

Emergency

A night or a few days for a child during times of crisis or emergency. It may be at short notice and at any time.

Overnight Stays

Short periods e.g., weekends and school holidays, to give other families support.

Short Term

A few weeks up to 2 years. Each placement will be different depending on the child's needs and circumstances.

Long Term

Placements over 2 years up until aged 18 depending on the child's needs and circumstances.

Home from Home

To provide regular short breaks for children with complex needs e.g., learning or physical disability, or a medical condition.

Parent & Child

Supporting a young parent with guidance on looking after their new baby.

Refugee Children

Children from other countries who need support adapting into life in the UK.

Benefits of Fostering with Hampshire

- Values-based and child-focused organisation
- Outstanding Ofsted
- Variety of placements
- Strong community of altruistic, likeminded people
- Excellent support
- Quality training



Fostering Support

- Supervising social worker
- Foster carer buddies
- Hampshire Fostering Network
- FosterTalk membership
- Local support groups
- Ongoing training
- Fostering support line
- Out of hours helpline

- 30 hours free childcare
- Workplace support
- Support for your children
- Social events for all the family
- Hampshire Hive



Allowance and Skills Fees

Weekly Fostering Allowances (per a child in your care)

Age of child	Basic fostering allowance
0 - 1	£171.01
2 - 4	£177.03
5 - 10	£195.02
11 - 15	£237.79
16+	£289.17

Your skill level	Skill fee – When a foster carer is caring for a child, they will receive a weekly skill fee in recognition of their experience.
Level One	£0.00
Level Two	£113.47
Level Three	£353.43

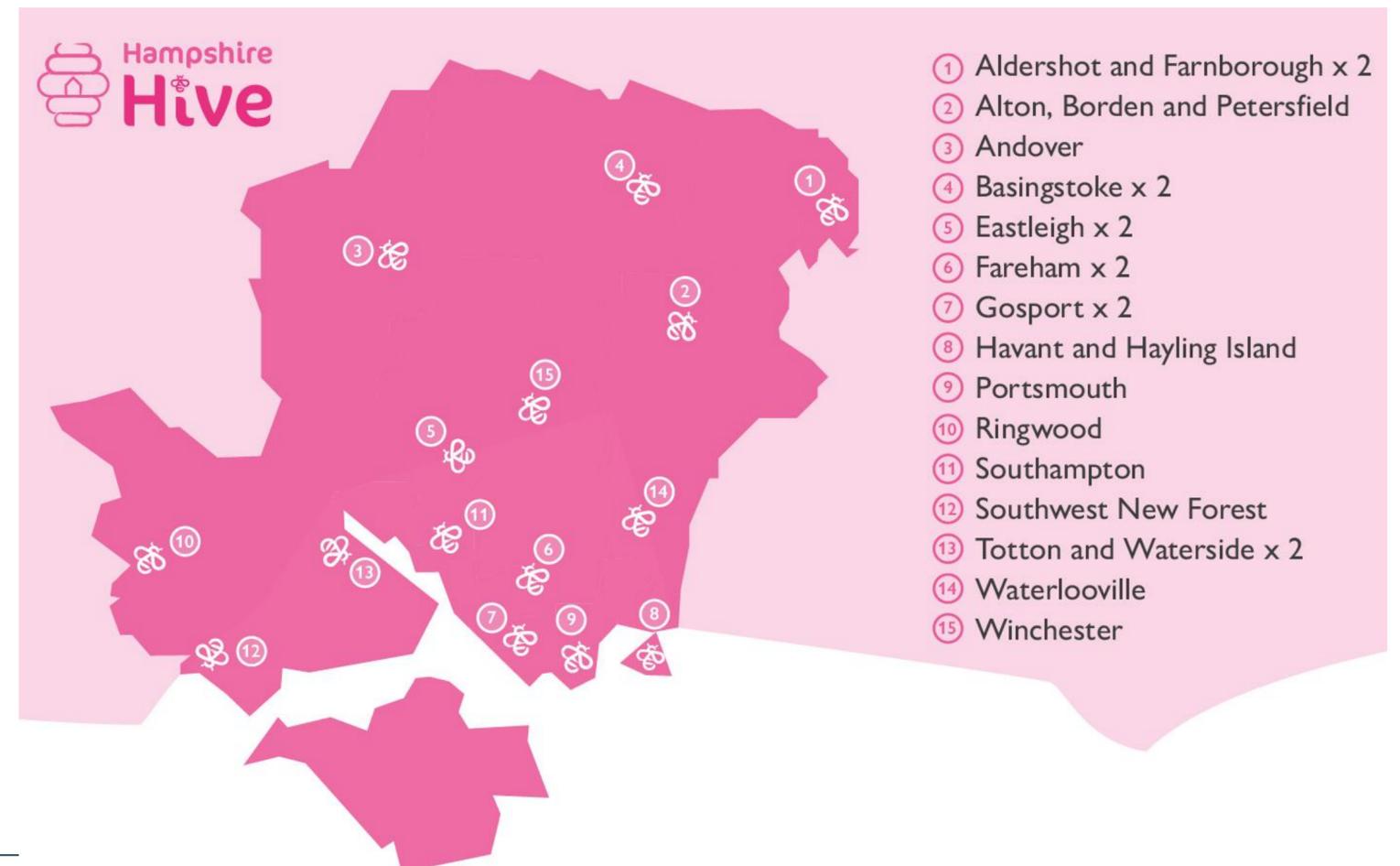
Home From Home Allowances

Hours	Allowance
Hourly	£9.00 per hour
Overnight (12 hour period)	£26.36
Waking night (12 hour period)	£43.95

Additional allowances are paid for birthdays, holidays and Christmas or other religious festivals. Our foster carers are also offered two weeks paid respite for a child in their care. They are also reimbursed for travel expenses for child related travel to meetings and trips outside of their local area.

Hampshire Hives

Our Hampshire Hives are a unique layer of support for our foster families. There are 24 hives across the county led by an experienced Hive Carer Support Worker each serving their local area. They offer 1:1 support, training support groups and family events including sleepovers. They work much like an extended family to give you the help you may need when fostering.



Procurement and contracts update

Spring 2024

Procurement and Contracts for Schools - communication 19/02/2024

Procurement & Contracts:
A Brief Guide for Schools

Introduction

What is “Procurement”?

“Procurement”, and more specifically “public procurement”, is *“the acquisition...of works, supplies or services by one or more contracting authorities”*. Put simply, it means a public body purchasing or obtaining the things it needs.

Who is this guide for?

Anyone who is responsible for or involved in buying goods and services for a Hampshire school, and anyone who would like to know more about procurement and contracts.

What is this guide about?

This guide will explain what schools’ legal obligations are when buying goods and services and how they can make sure they meet them by buying in the “right” way.

It also explains what contracts are and why it is important to make sure they are in place both for goods and services purchased and with outside groups who may use school premises and facilities.

* See next slide on “Works” requirements.

A word about “works”

“Works” are property and construction related contracts such as contracts for building repairs, grounds maintenance, facilities management, etc. These are touched on in this guide but not covered in detail.

Hampshire County Supplies maintain some frameworks (e.g. for cleaning and certain types of maintenance) which schools can access directly with their support, and the [Property, Business Services & Transformation Services](#) part of the Council’s Universal Services directorate also manage several frameworks focussing on property/construction requirements.

If you have a building, property or facilities management requirement, please consider these solutions first and make contact using the following:

County Supplies - 01962 826999

PBST (formerly Hampshire Property Services) - 0370 779 0555

Part 1: The Rules

What are the rules?

Public Contracts Regulations 2015

These are rules set out in English law on how we must go about choosing which supplier to buy from. They are mainly concerned with “high value” purchases above a specified threshold. This will be explained in the following slides. These rules apply to everyone spending public money, not just to Hampshire County Council or Hampshire Schools.

You can find a copy of the Public Contracts Regulations [here](#).

Hampshire Contract Standing Orders (CSO's)

These are local rules which form part of Hampshire County Council's constitution and which everyone across the Council, including maintained schools, must abide by. Each council across the country will have its own set of rules like these.

As well as mirroring the Public Contracts Regulations 2015 for “high value” purchases, they also set out the rules for “low value” purchases not covered by the Regulations.

You can find a copy of the Hampshire Contract Standing Orders [here](#) under Chapter 6.

But I'm a school...

...I'm not a council or a government department or anything like that. I don't have millions of pounds to spend. Why do I have to know about all this? Surely it doesn't apply to me!

All Hampshire maintained schools are considered to be part of the County Council and are therefore bound by the same rules as the rest of the council. That includes **both** the Public Contracts Regulations 2015 **and** Hampshire Contract Standing Orders. It doesn't matter that you might only make small purchases in comparison. Not following the rules can get both your school and the County Council into trouble.

What about academy schools and Multi-Academy Trusts? Do they get off easy?

No, they don't. While academy schools and MATs located in Hampshire are not considered part of Hampshire County Council, and therefore don't have to follow Hampshire Contract Standing Orders, it is a condition of their funding agreements that they must follow the Public Contracts Regulations 2015.

But I'm a school...

All schools, whether academy or maintained, are legally obligated to follow the Public Contracts Regulations 2015.

Hampshire maintained schools must also follow Hampshire Contract Standing Orders.

Don't worry! It's not as difficult as it sounds, and in the next part, this guide will show you what you need to do.

What happens if I don't follow the rules?

There can be some serious consequences for not following the rules when making a purchase, especially a purchase which the Public Contracts Regulations 2015 apply to. These can include:

- Internal action by Hampshire County Council
- Being investigated by the Cabinet Office
- Being taken to court by a supplier (known as a “procurement challenge”)
- Having your contract declared “ineffective”, which means it ends immediately and you can't use it anymore.
- Having to pay a supplier damages

You might also receive complaints from parents and staff, and damage to your reputation, if the supplier you chose performs poorly or the goods they supplied are substandard and you didn't do anything to check this before you made your purchase. You might also find yourself stuck with a contract you're not happy with and no way to extricate yourself from it.

Part 2:

How To Buy

Procurement Thresholds

Slide 5 referred to “low value” and “high value” purchases, and that primarily the Public Contracts Regulations 2015 are concerned with “high value” purchases. But what does this mean?

A “high value” purchase is one which is **above** the Procurement Threshold

A “low value” purchase is one which is **below** the Procurement Threshold

The Procurement Threshold for goods and services is currently **£179,086** excluding VAT.

If you intend to spend more than the Procurement Threshold on your purchase, then it is a “high value” purchase and you must follow the Public Contracts Regulations 2015.

If you are buying a service (e.g. an IT support service or a cleaning service) then the amount you intend to spend is the total amount over the whole life of the service. So, if you buy a service for £50,000 a year over 5 years then your purchase value is $£50,000 \times 5 = £250,000$. CSO Rule 4 has further guidance on calculating value.

There is a much higher Procurement Threshold for Works contracts, but please refer to Slide 3 if you have a works requirement.

Low Value Procurements

A “low value” procurement is one which is less than £179,000* excluding VAT

If your proposed purchase is a “low value” purchase, then how you make your purchase is governed by Hampshire Contracts Standing Orders (CSO Rule 7):

- ⇒ If there is a suitable Framework Agreement, then you should make your purchase under that Framework.
- ⇒ If there is no suitable Framework Agreement, and your proposed purchase is for more than £1,000 then you must seek **three written quotations** before choosing which supplier to buy from.
- ⇒ If there is no suitable framework and your proposed purchase is for less than £1,000 then you only need to obtain a **single quotation**.

Framework Agreements are discussed on slide 12.

You can find guidance on how to seek and evaluate your quotations [here](#).

* There is a small discrepancy of £86 between the threshold for low value purchases in Hampshire Contract Standing Orders and the Procurement Threshold itself. If your purchase value falls into this discrepancy, you are advised to treat it as if it is a high value purchase.

High Value Procurements

A “high value” procurement is one which is more than £179,086 excluding VAT

If your proposed purchase is a “high value” purchase, then how you make your purchase is governed by the Public Contracts Regulations 2015 and CSO Rules 9 – 11.

- ⇒ If there is a suitable Framework Agreement, then you should make your purchase under that Framework.
- ⇒ If there is no suitable Framework Agreement, then the Public Contract Regulations 2015 require you to conduct a tender process to identify which supplier you should award to.

Framework Agreements are discussed on slide 12.

The Public Contracts Regulation 2015 include provide for several different tender processes but the one you are most likely to use is called the Open Procedure. It involves a single submission period during which any supplier can submit a tender showing how they can provide your requirement. Have a look at Regulation 27.

There are many rules regarding how you must conduct a tender process, and this can be a relatively complex undertaking. If you think you will need to conduct a tender process, then you should seek assistance as soon as possible.

Framework Agreements

The easy solution!

- A Framework Agreement is essentially a single supplier or a panel of pre-approved suppliers chosen because they are capable of providing a particular requirement, whether that is a particular type of goods or a particular service.
- You can use Framework Agreements for both low and high value purchases.
- For high value purchases, Frameworks offer you an easier and quicker alternative to having to run a whole tender process and your purchase will still be compliant with the Public Contract Regulations 2015.
- Using a Framework Agreement usually means choosing a supplier by running a “mini competition”, where the framework suppliers bid to provide your specific requirement. You might just ask for the lowest price or there might be other things you want to ask them about how they will meet your requirement. Either is fine.
- In some cases, you may be able to award your contract directly to the supplier you choose, but only if the Framework Agreement says you can and you can meet any conditions there might be for a “direct award”. Sometimes there is only one supplier to choose from.
- You might also hear about Dynamic Purchasing Systems, or DPS’s. These are very much like Frameworks, except suppliers can come and go, and you can use them in much the same way.

Framework Agreements

Where to find them

- There are many Framework Agreements available for schools to use, covering a huge variety of goods, service and works. It's likely that there will be a Framework Agreement for the vast majority of things you might wish to purchase.
- Hampshire County Supplies maintains a wide range of Framework Agreements for both goods and services, all of which are available for Hampshire schools to use. If you wish to use one, call the number on slide 3 or email county.supplies@hants.gov.uk
- The Universal Services directorate in the Council manages several frameworks to do with property, such as repairs and grounds maintenance, which schools can access. Call the number of slide 3 if you're interested in these.
- Lots of other organisations set up Framework Agreements for schools to use as well, such as [ESPO](#) and the [DfE](#).
- One of the most popular ways to buy software is through [G-Cloud](#), which you might have heard of. This is an example of a Dynamic Purchasing System (DPS) where new suppliers can join all the time.

Part 3: Contracts

The Basics

What is a contract?

A contract is an agreement between two people or organisations (“parties”) to do something. That something is often for one party to supply goods or provide a service, and the other to pay for them in return. The agreement is legally binding on both parties.

What goes into a contract?

Contracts set out each party’s obligations to the other. This might include details of the service/goods to be provided, delivery details, the price and payment terms, how problems will be dealt with, how the contract will come to an end, etc. Contracts should always be in writing and signed by both parties to show their agreement to the terms it contains.

Why do I need contracts?

It is **very important** to make sure you have a contract for any agreement you enter into, whether that is for things you purchase or with other people who use your school and its facilities. Not only is it a requirement of Hampshire CSOs (Rules 7, 8 and 11) but it means you and the other party know exactly what is required of you and have something which governs the relationship between you, especially if something goes wrong. You must make sure your contracts are in writing and you keep copies of them.

What must my contracts include

A non-exhaustive list (you might want to include other things depending on what your contract is for)

- Who the parties are (you and who you are contracting with), your addresses and any company/charity numbers.
- Details of the subject matter of the contract. This might be the goods to be supplied (what they are, how many, delivery information, etc) or details of the service to be provided (what, when and where). This information is usually called a “specification”.
- The price to be paid and how it will be paid (in arrears or advance, how often, etc).
- Any guarantees your supplier has made about the quality of the goods or the service.
- You might require the supplier’s staff to have up to date Disclosure & Barring checks if they will come into contact with pupils.
- You might need to include data protection clauses if your supplier will have any contact with personal data.
- How disputes will be dealt with.
- What rights you and the supplier have to end the contract.
- Contracts also include “boilerplate clauses” which set out which law applies (usually, but not always, English law) and which courts will have jurisdiction over any dispute.

Where do I get contracts from?

I'm not a lawyer and I wouldn't know where to start writing a contract. What do I do?

You have a few options when it comes to finding a contract, rather than writing your own:

- If you are using a Framework Agreement to make a purchase, this will usually come with a set of terms and conditions for you to use with your supplier. You might need to add some information specific to your purchase – details of what you have agreed to buy and what the agreed price is – but otherwise these terms and conditions should cover everything else.
- Most suppliers will have their own standard terms for the things they supply. You can use these, but before signing them you should read them carefully.
- The Government Legal Department have set up three “standard contracts”. While the “Model Services Contract” is intended for services over £20m, and probably isn't appropriate, the [Mid-Tier Contract](#) can be used for high value purchases over the Procurement Threshold and the [Short Form Contract](#) can be used for low value purchases.
- Hampshire County Council has a set of terms and conditions which go with a purchase order, which you can find [here](#).
- You can pay a solicitor to write a contract for you but remember that you need to follow the right process to purchase that service (the solicitor will definitely have their own terms and conditions).

People who use your school

The previous slides have focussed on contracts where you are purchasing something, but what about when you allow other people and groups to use your school and its facilities?

- It is **very important** that you have a written agreement with any other people or groups who use your school and its facilities outside, whether they use it regularly or as a one-off.
- You must make sure that both you and the other group signs the agreement, and you must keep a copy.
- Your agreement must include the following:
 - Who the other group is, a contact name and their contact details
 - When they can use the school (days and times)
 - Which parts of the school they can and cannot access
 - Who is responsible for any damage, and how quickly it must be put right
 - Whether the other group will hold keys, and how these must be kept safe
 - How much the other group will pay you to use the school
 - How much notice you and the other group need to give to end the agreement

You might want to include other things relevant to what the other group will use the school for as well, such as supervision levels if children will be involved, conditions about noise if you have nearby neighbours and conditions relating to alcohol.

What happens if I don't have a contract?

Contracts protect both you and the organisation you are contracting with, whether that is a supplier or someone who uses your school. They are also required by Hampshire Contract Standing Orders.

If you don't have a contract, any of the following could happen:

- You have no recourse if your supplier supplies substandard goods or provides a subpar service. You might not even be able to prove that the goods or service are substandard.
- You have no certainty around the price you are paying. Your supplier could increase it whenever they want.
- A supplier can simply stop providing the goods or service you ordered whenever they want and without notice.
- A group using your school causes significant damage and you have no way to force them to cover the cost of putting it right.
- You don't know for certain what you are paying out or what income you should be receiving, or when.
- If you have a dispute, whatever the reason, you have no mechanism for dealing with it other than potentially having to take legal action.

Part 4:

Further Information

A new service just for schools

Hampshire Strategic Procurement is in discussion with the DfE's Schools Commercial Team to provide a specialist procurement service available to all Hampshire schools.



The Schools Commercial Team already set up and manage a wide range of schools-focussed Frameworks and DPS's and have expert knowledge on schools' unique needs and requirements.

You can find out more about their general offering [here](#) and [here](#).

While discussions are still in the early stages, the intention is that the Schools Commercial Team will provide a complete procurement service, including training and help with tenders and bespoke procurements, which is free for schools to access and use.

Further updates will be provided as this progresses.



**Happy
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- Wellbeing and emotional support
- A listening ear from someone who is or has been a Headteacher

[Triage form for call back](#)